



Vacancy Announcement

United States Court of Appeals, Fifth Circuit

Office of the Clerk

Position:	Human Resources Assistant 20 hours per week with benefits. Temporary 1 year appointment. May be made permanent depending on budget conditions.		
Starting Salary:	CL 23/24 (\$14.90 - \$16.51 per hour) Depending upon qualifications and experience.		
Posting Date:	May 7, 2010	Closing Date:	May 21, 2010
Announcement #:	2-2010		

Duties: Performs clerical duties such as answering telephones, filing, data entry, copying, typing, and record keeping. Distributes benefit and informational material to employees and Judges chambers. Schedules testing and interviewing of applicants. Assists with leave processing and questions. Produces documents, tabulates reports and assists in the update and design of a variety of reference and training materials. Performs other duties and works on special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

In addition to the skills and abilities listed below, this position requires a high school diploma and: two years of general experience to qualify for CL 23 (\$14.90 per hour); or, two years of general experience and one year of specialized experience to qualify for CL 24 (\$16.51 per hour). **General experience** involves progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. **Specialized experience** involves progressively responsible clerical or administrative experience in, or closely related to, the work of the position that involved the routine use of automated human resources systems or other computer based systems such as word processing, spreadsheets or database applications. Education above the high school level may be substituted for required general experience on the basis of one academic year for one year of general experience. Education may not be substituted for specialized experience.

- Proficient in WordPerfect
- Fast and accurate typing, filing and data entry skills
- Excellent oral and written communication skills
- Ability to handle large quantity of work
- Meticulous attention to detail
- Demonstrated ability to work as a team member to achieve a common goal

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- College course work or degree in a business related field
- Human Resources experience or education
- Proficiency working in a Windows environment

Application Process:

Interested applicants must submit a cover letter and Application For Judicial Branch Federal Employment (Form AO 78), to the address listed below. This form can be obtained under the vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals
600 South Maestri Place
New Orleans, LA 70130
ATTN: Personnel Department - Announcement 2-2010

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect, Windows, filing and data entry.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- Paid vacation and sick leave

- 10 paid Federal holidays per year (plus Mardi Gras)

- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)

- Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

- Optional participation in a pre-tax flexible benefit program

- Voluntary participation in life, long-term disability and long-term care insurance programs

- Direct deposit of federal wages

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The successful candidate will be offered employment based on a satisfactory background check. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.